

BIDS AND CONTRACTS

The Board delegates to the Superintendent/President or designee the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

1. Construction contracts and Public Works projects in excess of \$15,000 are not enforceable until they are ratified by the Board, except when using the Uniform Public Construction Cost Accounting Act.
2. Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contracts Code Section 20651 shall require prior approval by the Board, except when using the Uniform Public Construction Cost Accounting Act.
 - a. Public Contract Code Section 20651 sets forth a minimum bid dollar amount annually and any contracts, goods or services procured above this amount require approval by the Board before District authorization is given.
 - b. It is District standard practice that any service contracts above \$50,000 be approved by the Board before District authorization is given. In the case of extenuating circumstances, service contracts above \$50,000 but still within the minimum bid amount set forth in Public Contract Code 20651 can be approved by the Superintendent/President.
3. When bids are required according to Public Contracts Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.
4. For technology systems, equipment, and services in excess of PCC Section 20651 bid minimum, the Board shall award each such contract to one of the three parties with the lowest responsible or qualified bids or proposals, obtained through an informal bid or proposal process.
5. Construction contracts can also be issued using the Uniform Public Construction Cost Accounting Act (UPCCAA), following all limitations under Public Contract Code, Sections 22030-22032.
 - a. It is District standard practice that UPCCAA contracts over \$45,000 but less than \$175,000 be approved by the Board before District authorization

is given. In the case of extenuating circumstances, service contracts over \$45,000 but less than \$175,000 can be approved the by the Superintendent/President.

- b. UPCCAA contracts over \$175,000 are not enforceable until they are approved by the Board.

If the Superintendent/President concludes that the best interests of the District will be served by prequalification of bidders in accordance with Public Contracts Code Section 20651.5, prequalification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interest of the District will be served by a contract, lease, requisition or purchase order through any other public corporation or agency in accordance with Public Contracts Code Section 20652 and 20118 (California Multiple Award Schedules, or "piggy-back" bids) the Superintendent/President or designee is authorized to proceed with a contract.

- a. It is required that contracts for goods, equipment or supplies to be purchased over the annually adjusted bid minimum per Public Contract Code Section 20651 be approved by the Board before District authorization is given.

See Administrative Procedures 6340, 6370 and 6360.

Reference: Educ. Code Sections 81641, et seq.; Public Contracts Code Sections 20650, et seq.

Adopted: December 10, 2007

Revised: February 12, 2018